

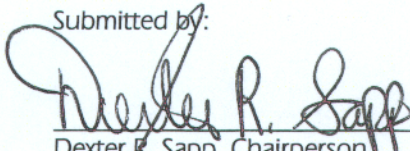


Louisiana's State Civil Rights Committee

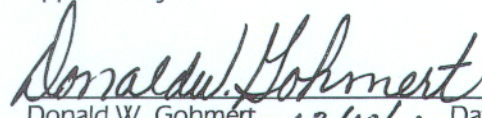
**Strategic Plan
FY 2001- FY 2010**

**Business Plan
FY 2002**

Submitted by:

 12/17/01
Dexter R. Sapp, Chairperson Date
Louisiana State Civil Rights Committee

Approved by:

 12/18/01 Date
Donald W. Gohmert
State Conservationist

Introduction

This multi-year strategic plan and annual business plan was developed by the Louisiana State Civil Rights Committee to enhance the following civil rights initiatives in Louisiana:

- C Training
- C Program Delivery
- C Policy Review
- C Special Emphasis Programs
- C Diversity in the Workforce

In an effort to maximize resources and enhance special emphasis and outreach activities in Louisiana, these plans also serve as the strategic plan and business plan for the following special emphasis programs:

- Federal Women's Program
- Black Emphasis Program
- Hispanic Emphasis Program
- Native American Emphasis Program
- Asian American/Alaskan Native/Pacific Islander Special Emphasis Program
- Disability Employment Program

Louisiana Civil Rights Committee

Strategic Plan

FY 2001 through FY 2010

Strategic Issue 1 - Training

Louisiana will have a workforce highly trained in civil rights issues.

The committee will accomplish this by:

- C Conducting Annual Civil Rights Training
- C Publishing Newsletter/Diversity Publication
- C Conducting Civil Rights Compliance Reviews
- C Informing Employees of and Facilitating Training Opportunities

Strategic Issue 2 - Program Delivery

Clients in Louisiana are aware of programs administered by NRCS.

The committee will accomplish this by:

- C Assisting Field Offices Identify Potential Clients and Community Based Organizations
- C Assisting Field Offices Conduct Outreach Efforts
- C Providing Oversight of Program Delivery
- C Continue Building Partnerships With Other Agencies, Groups, or Universities to Provide Program Information to Clients
- C Providing Information to Assist the Servicing of a Diverse Client Pool

Strategic Issue 3 - Policy Review

The civil rights committee will be knowledgeable in the policies and laws concerning civil rights.

The committee will accomplish this by:

- C Quarterly Discussions of Section 230 of the General Manual, the Disability Act, Title VI and Title VII, and Other Directives as Appropriate
- C Formal Training for Committee Members

Strategic Issue 4 - Special Emphasis Programs

Programs will be structured so that employees gain a good understanding of the presence and benefit of a diverse workforce and continuous outreach effort.

The committee will accomplish this by:

- C Encouraging All Employees to Participate in Special Emphasis Observances
- C Educating Employees on Cultural Differences and Customs
- C Providing Information to Assist the Servicing of a Diverse Client Pool

Strategic Issue 5 - Diversity in the Workforce

The committee will assist the state conservationist in maintaining an active recruitment program to meet diversity goals.

The committee will accomplish this by:

- C Assisting With Recruitment of New Employees and Targeting Under-Represented Groups
- C Participating in Career Days
- C Assisting Potential Applicants With Application Procedures
- C Maintaining Contacts with Colleges and Universities to Enhance Recruitment Efforts
- C Assist in Development of Affirmative Employment Plan

Revised November 2001

The mission of the Louisiana Civil Rights Committee is to provide counsel and recommendations to the state conservationist on civil rights issues and concerns of clients and employees.

Louisiana Civil Rights Committee Business Plan FY-2002

Goal 1

Training

To provide comprehensive training to all employees on civil rights issues.

| | | | |
|---|--|---|--|
| Objective | 1. State Conservationist will require all employees to complete training modules in the civil rights online training series. | 2. Conduct 8 field office and 2 RC&D office civil rights compliance reviews. | 3. Issue quarterly e-mail containing information on various civil rights/equal opportunity/diversity issues. |
| Desired Results | Employees will become more aware of civil rights issues. | Greater understanding of civil rights issues by committee members and provide individual training to field office employees. | All employees receive civil rights/equal opportunity/diversity information, |
| Product or Service to be Delivered | Online training | Training | 4 e-mails |
| Tool to Measure Impact | Number of employees completing civil rights online training modules. | Compliance Review Questionnaire Close-out interview Question on Title VI and VII | Number of employees receiving e-mail messages. |
| Standard for Success | All employees will complete online training modules. | All participating employees complete questionnaire. Committee member reports findings of close-out interview at next CR Committee mtg. Office personnel can identify differences between Title VI and VII | All employees receive e-mail messages. |
| Time Frame | Training Completed by September 2002 | Completed by September 30, 2002 | E-mails issued quarterly |
| Responsibility | Billy Moore | As assigned by committee chairperson | Dexter Sapp |
| 1st Quarter Progress | | | |
| 2nd Quarter Progress | | | |
| 3rd Quarter Progress | | | |
| 4th Quarter Progress | | | |
| Cost | | | |

Louisiana Civil Rights Committee Business Plan FY-2002

Goal 1

Training (continued)

To provide comprehensive training to all employees on civil rights issues.

| | |
|---|---|
| Objective | 4. Maintain web page for civil rights program in Louisiana including posting minutes and business plan. |
| Desired Results | Employees and customers will become more aware of the civil rights program in Louisiana. |
| Product or Service to be Delivered | Web Page |
| Tool to Measure Impact | Number of visits (hits) to web page. |
| Standard for Success | At least 10 visits (hits) to civil rights web page each month. |
| Time Frame | Ongoing |
| Responsibility | Holly Martien |
| 1st Quarter Progress | |
| 2nd Quarter Progress | |
| 3rd Quarter Progress | |
| 4th Quarter Progress | |
| Cost | |

Louisiana Civil Rights Committee Members

Dexter R. Sapp,
Chairperson

Bobbie Wall

Jason Hardie

Randy Welch

Howard D. Keesee

Micheal Jordan

Juanita S. Hoffpauir

Billy R. Moore, Civil Rights
Program Manager

Herb Bourque, Outreach
Coordinator

Holly L. Martien, Special
Emphasis Program
Manager

Wanda Simmons, Special
Emphasis Program
Manager

Aaron Hinkston, Limited
Resource Farmer
Program Manager

Barbara Andrus, Human
Resources Advisor

Louisiana Civil Rights Committee Business Plan FY-2002

Goal 2

Program Delivery

Promote field office participation in program delivery to all clients.

| | | | |
|---|---|--|--|
| Objective | 1. Assist in development of a government-to-government agreement with an American Indian tribe. | 2. Publish community based organization directory on the web page. | 3. Assist with three statewide outreach efforts. |
| Desired Results | Promote field office participation in program delivery to an American Indian tribe. | Provide the field offices and RC&D offices with a tool to increase distribution of program information in order to reach a larger clientele. | Promote field office participation in program delivery to all clients. |
| Product or Service to be Delivered | Agreement | Web Page | Outreach event |
| Tool to Measure Impact | Number of contacts made by NRCS personnel in Louisiana with American Indian tribe. | Number of hits on the directory. | Number of outreach events. Number of attendees. |
| Standard for Success | At least 10 contacts with American Indian tribe. | At least 30 hits on the directory. | At least 3 outreach events are conducted. At least 20 people attend each event. |
| Time Frame | September 2002 | September 2002 | September 2002 |
| Responsibility | Holly Martien | Holly Martien | Herb Bourque |
| 1st Quarter Progress | | | |
| 2nd Quarter Progress | | | |
| 3rd Quarter Progress | | | |
| 4th Quarter Progress | | | |
| Cost | | | |

Louisiana Civil Rights Committee Business Plan FY-2002

Goal 2

Program Delivery

Promote field office participation in program delivery to all clients.

| | | | |
|---|--|--|--|
| Objective | 4. Develop Title VI and VII information card. | 5. Work with Southern Univ. Coop. Ext. Program, La. Family Farm Tech. Assistance Program, and Southern Univ. College of Ag. Family and Consumer Sciences | 6. Work with other agencies of the State FAC to update the FAC long-range outreach plan. |
| Desired Results | Employees are able to explain the difference between Title VI and VII. | Ensure program delivery to under-represented groups through partnerships with universities. | Interagency cooperation to enhance program delivery to all clients. |
| Product or Service to be Delivered | Card | Networking | FAC Long-Range Outreach Plan |
| Tool to Measure Impact | When asked, percentage of employees who can explain the difference between Title VI and VII. | Number of contacts with organizations. | Number of interagency action items developed to enhance program delivery. |
| Standard for Success | When asked, 95% of employees can explain the difference between Title VI and Title VII. | At least 20 contacts per year. | At least 5 new interagency action items are developed to enhance program delivery. |
| Time Frame | September 2002 | September 2002 | September 2002 |
| Responsibility | Holly Martien | Committee Members | Herb Bourque |
| 1st Quarter Progress | | | |
| 2nd Quarter Progress | | | |
| 3rd Quarter Progress | | | |
| 4th Quarter Progress | | | |
| Cost | \$500.00 | | |

Louisiana Civil Rights Committee Business Plan FY-2002

Goal 3

Policy

Enhance knowledge of Civil Rights Committee of civil rights policies and laws.

| | | | |
|---|--|--|---|
| Objective | 1. Review civil rights laws and regulations at quarterly meetings. | 2. Participate in department/agency sponsored civil rights training. | 3. One committee member receives formal civil rights training from NEDS and, in turn, trains other committee members. |
| Desired Results | Civil Rights Committee members become proficient in civil rights laws and regulations. | Civil Rights Committee members become proficient in civil rights laws and regulations. | Civil Rights Committee members become proficient in civil rights laws and regulations. |
| Product or Service to be Delivered | Well-trained committee | Well-trained committee | Well-trained committee |
| Tool to Measure Impact | Pre- and post-survey of knowledge at quarterly meetings. | Pre- and post-survey of knowledge during training sessions. | Pre- and post-survey of knowledge during training sessions. |
| Standard for Success | Increase in correct answers from pre- to post-survey. | Increase in correct answers from pre- to post-survey. | Increase in correct answers from pre- to post-survey. |
| Time Frame | Ongoing | Ongoing | September 2002 |
| Responsibility | 1 st Quarter - Dexter Sapp 2 nd Quarter - Holly Martien 3 rd Quarter - Barbara Andrus 4 th Quarter - Micheal Jordan | Civil Rights Committee Members | Committee member to receive training is decided by consensus of committee. Billy Moore will submit name to Personnel for training scheduling. |
| 1st Quarter Progress | | | Bobbie Wall selected as committee member to receive training. |
| 2nd Quarter Progress | | | |
| 3rd Quarter Progress | | | |
| 4th Quarter Progress | | | |
| Cost | | | \$500.00 (travel to Ft. Worth) |

Louisiana Civil Rights Committee Business Plan FY-2002

Goal 3

Policy

Enhance knowledge of Civil Rights Committee of civil rights policies and laws.

| | |
|---|---|
| Objective | 4. Assist national team in statewide civil rights review. |
| Desired Results | Civil Rights Committee becomes aware of commendable features and deficiencies of the civil rights program in Louisiana. |
| Product or Service to be Delivered | Well-trained committee |
| Tool to Measure Impact | Information provided by the committee to the field on review findings. |
| Standard for Success | At least 2 fact sheets developed on review findings and distributed to the field. |
| Time Frame | April 2002 |
| Responsibility | Dexter Sapp |
| 1st Quarter Progress | |
| 2nd Quarter Progress | |
| 3rd Quarter Progress | |
| 4th Quarter Progress | |
| Cost | |

Louisiana Civil Rights Committee Business Plan FY-2002

Goal 4

Special Emphasis Programs

Promote and identify the special interests of protected groups or individuals.

| | | | |
|---|--|---|---|
| Objective | 1. Sponsor a "State Conservationist's Award for Outreach" to be presented at the annual awards luncheon. | 2. Develop a poster on the State Civil Rights Committee. | 3. Develop Women's History Month Poster spotlighting women in conservation in Louisiana. |
| Desired Results | An increase in numbers of outreach efforts conducted across the state. | Increased employee awareness of civil rights committee. | Positive acceptance of recognition effort. |
| Product or Service to be Delivered | Award | Poster | Poster |
| Tool to Measure Impact | Number of outreach efforts conducted | Increase in number of applicants for vacant civil rights committee positions. | Number of positive comments received regarding poster. |
| Standard for Success | At least 10 outreach efforts are conducted | At least 2 applications are received for every vacancy on the committee. | At least 20 positive comments are received. |
| Time Frame | Award presented by December 2001 | September 2002 | Poster completed by February 28, 2002 Poster distributed to all offices by March 5, 2002 |
| Responsibility | Dexter Sapp | Holly Martien | Holly Martien |
| 1st Quarter Progress | | | |
| 2nd Quarter Progress | | | |
| 3rd Quarter Progress | | | |
| 4th Quarter Progress | | | |
| Cost | \$100.00 | | |

Louisiana Civil Rights Committee Business Plan FY-2002

Goal 4

Special Emphasis Programs

Promote and identify the special interests of protected groups or individuals.

| | | | |
|---|---|---|---|
| Objective | 4. Host and coordinate BAYOU program event. | 5. Host Black History Month special emphasis event. Distribute Black History Month information. | 6. Host Women's History Month special emphasis event. |
| Desired Results | Minority students are given an opportunity to learn about career opportunities with USDA. | Recognition of achievements of African Americans. | Recognition of achievements of women. |
| Product or Service to be Delivered | Event | Special emphasis event Information | Special emphasis event |
| Tool to Measure Impact | Number of BAYOU students attending event. | Number of people attending event. | Number of people attending event. |
| Standard for Success | At least 20 BAYOU students attend the event. | At least 50 people attend event. | At least 50 people attend event. |
| Time Frame | September 2002 | February 2002 | March 2002 |
| Responsibility | Wanda Simmons | Wanda Simmons | Holly Martien |
| 1st Quarter Progress | | | |
| 2nd Quarter Progress | | | |
| 3rd Quarter Progress | | | |
| 4th Quarter Progress | | | |
| Cost | | \$500.00 | |

Louisiana Civil Rights Committee
Business Plan
FY-2002

Goal 4

Special Emphasis Programs

Promote and identify the special interests of protected groups or individuals.

| | |
|---|--|
| Objective | 7. Develop and distribute e-mails to all employees on special emphasis events. |
| Desired Results | More offices participate in special emphasis events. |
| Product or Service to be Delivered | E-mails |
| Tool to Measure Impact | Number of special emphasis events hosted in field offices. |
| Standard for Success | At least 10 special emphasis events are hosted by field offices. |
| Time Frame | September 30, 2002 |
| Responsibility | Holly Martien |
| 1st Quarter Progress | |
| 2nd Quarter Progress | |
| 3rd Quarter Progress | |
| 4th Quarter Progress | |
| Cost | |

Louisiana Civil Rights Committee Business Plan FY-2002

Goal 5

Recruitment/Retention

Maintain ongoing recruitment effort to meet diversity goals.

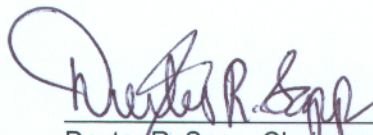
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|---|---|---|---|
| Objective | 1. Participate in career days targeting recruitment of individuals from under-represented groups, people with disabilities, and veterans. | 2. Provide vacancy announcements to professional NRCS organizations. | 3. Review annual Affirmative Employment Plan (AEP). |
| Desired Results | Enhance the diversity of our agency's workforce. | Provide information on positions available. | Committee becomes aware of recruitment goals for under-represented groups. |
| Product or Service to be Delivered | Information on employment opportunities | Recruitment effort | Information on recruitment goals |
| Tool to Measure Impact | Number of career days attended | Number of vacancy announcements distributed. | Recruitment recommendations submitted by committee to State Conservationist |
| Standard for Success | At least 5 career days attended | All vacancy announcements will be distributed to NRCS professional organizations. | At least 1 recruitment recommendation submitted to State Conservationist |
| Time Frame | Ongoing | Ongoing | June 2002 |
| Responsibility | Barbara Andrus | Wanda Simmons Holly Martien | Dexter Sapp |
| 1st Quarter Progress | | | |
| 2nd Quarter Progress | | | |
| 3rd Quarter Progress | | | |
| 4th Quarter Progress | | | |
| Cost | \$400.00 | | |

Louisiana Civil Rights Committee
Business Plan
FY-2002

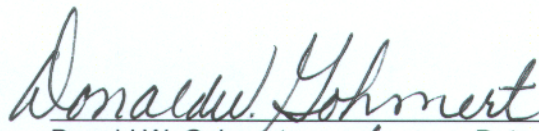
Budget Request

| Item | Cost |
|--|-------------------|
| State Conservationist's Outreach Award | \$100.00 |
| Title VI and VII Card | \$500.00 |
| Formal Training (NEDS) for Committee Member - Travel | \$500.00 |
| Black History Month Information | \$500.00 |
| Recruitment Career Days (Registration Fees) | \$400.00 |
| Total | \$2,000.00 |

Budget request submitted by:

 12/17/01
Dexter R. Sapp, Chairperson Date
Louisiana State Civil Rights Committee

Approved by:

 12/18/01
Donald W. Gohmert Date
State Conservationist